



MATERNAL, INFANT AND EARLY  
CHILDHOOD HOME VISITING PROGRAM

**LLG FUNDING  
WEBINAR  
MARCH 27, 2014**

# Who Are We?

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Nancy Peeler



Penny Eisfelder



Alejandra Barnes



Tiffany Kostelec



Cynthia Zagar

# Purpose of Webinar

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- To provide some history and context of the LLGs
- To review the MIECHV LLG funding and its purpose
- To review the new Program Requirements (Attachment E)
- To provide guidance about how to incorporate the new Program Requirements into your work plans
- To discuss timelines, due dates and next steps

# History and Context

- The LLGs were established at the time Michigan's Updated State Plan was developed.
- Their purpose is to:
  - Build the capacity to integrate home visiting services into an early childhood system
    - Including development of a coordinated early childhood system at the community level
    - To provide a governance structure or coordinated system of planning
- Each LLG is to be clearly connected with existing Great Start Collaborative bodies to ensure connection between HV and the greater early childhood system.

# History and Context

- The role of each LLG is to:
  - Take the lead for the county in working with the State to implement the Home Visiting Program
  - Participate in State learning opportunities
  - Help the State to identify and collect necessary information
  - Provide input and feedback on grant activities
  - To coordinate in-depth analysis of community needs
  - To lead the local discussion and decision-making about activities to be undertaken in the community pertaining to home visiting and this grant
  - To establish a local CQI team and carry out required CQI activities

# History and Context

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- Each LLG must include required representatives, identified by HRSA, along with other key stakeholders.
  - Required Partners:
    - Public Health
    - Mental Health/Substance Abuse
    - DHS/CAN Council
    - Head Start/Early Head Start
  - Recommended Partners
    - Parents
    - Education
    - Local home visiting programs
    - Great Start Collaborative/ Great Start Parent Coalitions
    - Members of Tribal Nations
    - Members of community service agencies

- **Separate and ADDITIONAL Funding Opportunity**
  - Based on feedback from communities
  - Each MIECHV community has an opportunity to receive funding to support convening your Local Home Visiting Leadership Groups (LLGs)
    - ✦ To enable you to pay for staff support for your LLG
    - ✦ To support parent leaders to be part of your group
    - ✦ To access technical assistance to support your efforts
    - ✦ To carry out several projects over the next 3 years
  - This funding cannot be used to supplement home visiting hub projects or parent coalitions\*\*
  - \$50,000/year for the next 3 years

- LLG projects over 3 years
  - Year 1: Integrate parent leaders on your LLG; assure all parties are at the table; begin system-level home visiting CQI efforts.
  - Year 2: Continue efforts started in Year 1; begin to outline your local continuum of home visiting models.
  - Year 3: Continue efforts started in Years 1 & 2; begin developing a local HV funding sustainability plan.



- LLGs will be working with and receiving Technical Assistance from the Early Childhood Investment Corporation (ECIC) as they seek to carry out the MIECHV activities related to the local home visiting system Continuous Quality Improvement (CQI), developing a continuum of models and sustainability planning.
- Bryn Fortune from ECIC is leading this work for MDCH.
  - [BFortune@ecic4kids.org](mailto:BFortune@ecic4kids.org)

# Program Requirements

- In order to clarify expectations around this funding, we have revised the Program Requirements (Attachment E) for the LLG contracts
  - It more clearly defines the objectives and expected outcomes.
  - The outcomes are now measurable.
  - Activities included in the work plan must be observable and measureable.
  - We have provided a list of activities that you may want to include in your work plan, in order to achieve the outcomes and reach the objectives.
  - Work plan reports are required quarterly
  - The work plan report must include the activities that took place in the quarter and the outcome of those activities.

# Program Requirements-Attachment E



## ATTACHMENT E

*FY 14 Maternal, Infant and Early Childhood Home Visiting Initiative  
PROGRAM REQUIREMENTS-LLG Funding  
November 1, 2013-September 30, 2014*

( )

All Maternal, Infant and Early Childhood Home Visiting Initiative (MIECHV) subcontracting agencies must follow the program assurances and requirements, as prescribed below. Requirements in section I-A should be reflected in each agency's respective work plan.

### I. Program Specific Assurances and Requirements

- A. Each Local Leadership Group (LLG) will be required to adhere to Michigan's MIECHV Program Requirements (PRs), as outlined in the chart below. The PRs are written based on the Federal MIECHV Program Grant Application submitted to the Health Resources and Services Administration (HRSA).
- B. The LLG will work with the MDCH contractor, Early Childhood Investment Corporation (ECIC), who will provide technical assistance to the LLG as they seek to carry out the MIECHV activities related to local home visiting system Continuous quality Improvement (CQI), developing a continuum of models and sustainability planning.
- C. The funding can be used to:
  - i. Enable the LLG to pay for staff support.
  - ii. Financially support parent leaders to be a part of the LLG.
  - iii. Carry out the MIECHV activities, as specified in this agreement.
- D. The LLG must include Public Health, Mental Health/Substance Abuse, DHS/CAN Council, and Head Start. Other representatives strongly encouraged, but not limited to, are: parents of children who are or have received prevention-focused home visiting, Education, local Home Visiting programs and from your Great Start Collaborative/Great Start Parent Coalitions. We also recommend that the local groups include members of Tribal Nations whose service areas overlap the community, and members of community service agencies that represent populations that frequently experience health disparities.
- E. If a subcontracting agency wishes to print promotional or educational materials, using contract funds, related to the MIECHV initiative, they must:
  - 1. Send draft materials electronically to the contract manager, Penny Eisfelder, at [peisfelder@michigan.gov](mailto:peisfelder@michigan.gov).
  - 2. Materials must be approved by MDCH staff and a written approval received by the subcontracting agency.
  - 3. All materials must include the Michigan Home Visiting Initiative logo, which can be obtained from the contract manager, upon request.
  - 4. All materials must include the HRSA federal grant disclaimer and grant number, which can be obtained from the contract manager upon request.
  - 5. Separate approval must be obtained for each publication an agency wishes to print.

# Program Requirements-Attachment E

## PROGRAM REQUIREMENTS

Methodology: Activities, Responsible Individual(s), Timeline and Deliverable(s)

Objective 1	Current Status	Expected Outcomes	Measurement
Integrate parent leaders into the LLG.	<ul style="list-style-type: none"> <li>Currently, the LLG has ___ parent representatives participating.</li> <li>Since 10/1/13 these parent representatives have participated in ___ % of LLG meetings.</li> </ul>	<ul style="list-style-type: none"> <li>By 9/30/14 there will be at least two (2) parent representatives participating in the LLG.</li> <li>By 9/30/14 each parent representative will participate in at least 75% of the LLG meetings.</li> </ul>	<ul style="list-style-type: none"> <li>The number of parent members participating in the LLG.</li> <li>The percentage of meetings each parent representative participates in.</li> </ul>
<b>Activities</b>			
You must include specific activities in your work plan that will allow you to accomplish the objective. However, please remember that the activities must be observable and measurable. The period summary in each quarterly work plan report should indicate which activities took place in the respective quarter, as well as the outcome of those activities.			
Objective 2	Current Status	Expected Outcomes	Measurement
Assess LLG membership and participation and take action to increase membership and increase consistent participation.	<ul style="list-style-type: none"> <li>Currently the following numbers of <b>required</b> partners participate on the LLG.                             <ol style="list-style-type: none"> <li>Public Health ___</li> <li>Substance Abuse ___</li> <li>DHS/CAN Council ___</li> <li>Head Start/Early HS ___</li> </ol> </li> <li>Since 10/1/13 these <b>required</b> individuals have participated in LLG meetings as follows:                             <ol style="list-style-type: none"> <li>Public Health ___ %</li> <li>Substance Abuse ___ %</li> <li>DHS/CAN Council ___ %</li> <li>Head Start/Early HS ___ %</li> </ol> </li> <li>Currently the following numbers of <b>recommended</b> partners participate on the LLG.                             <ol style="list-style-type: none"> <li>Parents—See objective 1</li> <li>Education ___</li> <li>Local HV Providers ___</li> <li>GSC ___</li> <li>Parent Coalition ___</li> <li>Mental Health ___</li> <li>Tribal Nations ___</li> </ol> </li> <li>Since 10/1/13 these</li> </ul>	<ul style="list-style-type: none"> <li>By 9/30/14 at least four (4) of the <b>required</b> partners participate in the LLG.</li> <li>By 9/30/14 each <b>required</b> partner will participate in 75% of LLG meetings.</li> <li>By 9/30/14 at least two (2) of the <b>recommended</b> partners participate in the LLG.</li> <li>By 9/30/14 each <b>recommended</b> partner will participate in 75% of LLG meetings.</li> </ul>	<ul style="list-style-type: none"> <li>The number of <b>required</b> partners participating in the LLG.</li> <li>The percentage of meetings <b>required</b> partners participate in.</li> <li>The number of <b>recommended</b> partners participating in the LLG.</li> <li>The percentage of meetings <b>recommended</b> partners participate in.</li> </ul>

# Program Requirements-Attachment E

	<p><b>recommended</b> partners have participated in LLG meetings as follows:</p> <ol style="list-style-type: none"> <li>1. Parents ____%</li> <li>2. Education ____%</li> <li>3. Local HV providers ____%</li> <li>4. GSC ____%</li> <li>5. Parent Coalition ____%</li> <li>6. Mental Health ____%</li> <li>7. Tribal Nations ____%</li> </ol>		
<b>Activities</b>			
<p>You must include specific activities in your work plan that will allow you to accomplish the objective. However, please remember that the activities must be observable and measurable. The period summary in each quarterly work plan report should indicate which activities took place in the respective quarter, as well as the outcome of those activities.</p>			
<b>Objective 3</b>	<b>Current Status</b>	<b>Expected Outcome</b>	<b>Measurement</b>
<p>Establish a local systems-level Continuous Quality Improvement (CQI) team and process.</p>	<ul style="list-style-type: none"> <li>• A local CQI team has been in place since X date and has ____ members.</li> <li>• The CQI team has/does not have a calendar of meetings established.</li> <li>• The CQI team has been/has not been working on a CQI project.</li> <li>• A local CQI team is not yet in place.</li> </ul>	<ul style="list-style-type: none"> <li>• By X date, at least four (4) LLG members will be chosen as members of the CQI team.</li> <li>• By X date, a calendar of CQI meetings through 9/30/14 will be established.</li> <li>• By 9/30/14 The CQI team will work toward the completion of one (1) CQI project, with support provided by ECIC TA staff and MPHI CQI staff.</li> </ul>	<ul style="list-style-type: none"> <li>• CQI team roster</li> <li>• Documentation of CQI training</li> <li>• Meeting minutes</li> <li>• Feedback from MPHI and ECIC</li> <li>• Progress toward development of a storyboard, documenting the CQI project.</li> </ul>
<b>Activities</b>			
<p>You must include specific activities in your work plan that will allow you to accomplish the objective. However, please remember that the activities must be observable and measurable. The period summary in each quarterly work plan report should indicate which activities took place in the respective quarter, as well as the outcome of those activities.</p>			

\*\* A "parent representative" is defined as the parent of a child aged birth-5 years of age, who is participating or has participated in a prevention-focused home visiting program. It is preferred that the parent representative is participating or has participated in an evidence-based home visiting program. The terms "home visiting" and "evidence-based" are defined in Public Act 291 of 2012 ([http://www.legislature.mi.gov/\(S\(utossxurdk1toq3vprokoz55\)\)/mileg.aspx?page=MeIPASearch](http://www.legislature.mi.gov/(S(utossxurdk1toq3vprokoz55))/mileg.aspx?page=MeIPASearch)).

# Examples of Measurable Activities

This list is not exhaustive and you may substitute or add activities, based on the needs of your community.

## **Objective 1—Integrate parent leaders into the LLG**

1. By X date, the LLG will develop educational (outreach and recruitment) materials for parents to help them understand the benefit of parent participation in the LLG.
2. By X date, Program Managers will ensure that all home visitors are educated about the benefits of parent participation in the LLG.
3. Home visitors will be asked to actively recruit parents who are currently receiving services to participate in the LLG by X date. These efforts will be recorded in a log.
4. Supervisors will monitor parent recruitment to the LLG and provide support for home visitors in the recruitment process. These efforts will be documented in supervision notes.

# Examples of Measurable Activities

This list is not exhaustive and you may substitute or add activities, based on the needs of your community.

## **Objective 1—Integrate parent leaders into the LLG**

5. By X date, the LLG will develop and implement a policy for financial support of parents participating in the LLG (including honorarium, mileage and child care).
6. Parents will participate in activities organized by the ECIC, including the parent track at the annual home visiting conference. These activities will be documented in a log.
7. By X date, parents who have not previously done so will participate in the Parents Partnering for Change training..



# Examples of Measurable Activities

## **Objective 2—Assess LLG membership and participation and take action to increase membership and increase consistent participation**

1. By X date, calculate membership participation inclusive of required and recommended partners.
2. By X date, calculate participation over the last year for both groups.
3. By X date, Develop a communication plan for outreach purposes to increase participation of required and recommended individuals.
4. Enlist identified current LLG members to reach out to those individuals determined to be lacking from the group by X date.
5. The identified LLG members will have communication with the individuals previously identified using the communication plan developed.
6. Measure the outcome of the group's efforts by X date.



# Examples of Measurable Activities

## **Objective 3—Establish a system-level Continuous Quality Improvement (CQI) team and process.**

1. By X date, obtain information necessary to understand the purpose of the LLG CQI team
2. By X date, recruit four (4) LLG members to participate on the CQI team using the information learned about the purpose of the team.
3. By X date, all members of the LLG CQI team will attend the training provided by MPHI for the MHVI.
4. By X date, hold the first CQI meeting and complete a QI team charter.
5. By X date, \_\_\_\_% of the CQI team will participate in \_\_\_\_% of the meetings.
6. By X date, initiate the Plan Do Study Act process and follow the coaching provided by MPHI.

# Required Work Plans

Agency		Project	<i>Pre-populated by MDCH Contracts</i>
Application		Cost Center	
Project Narrative			

Objective 1	
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Activity 1	
Responsible Staff	
From/To Date	
Expected Outcome	
Measurement	
Target Audience	
Completion Date	
Period Summary	
Evaluation Results	

Activity 2	
Responsible Staff	
From/To Date	
Expected Outcome	
Measurement	
Target Audience	
Completion Date	
Period Summary	
Evaluation Results	

# Work Plan Reports

Objective 1	Integrate parent leaders into the LLG.
Activity 1	By X date, the LLG will develop and implement a policy for financial support of parents participating in the LLG (including honorarium, mileage and child care).
Responsible Staff	
From/To Date	
Expected Outcome	<ul style="list-style-type: none"> <li>By 9/30/14 there will be at least two (2) parent representatives participating in the LLG.</li> <li>By 9/30/14 each parent representative will participate in at least 75% of the LLG meetings.</li> </ul>
Measurement	<ul style="list-style-type: none"> <li>The number of parent members participating in the LLG</li> <li>The percentage of meetings each parent representative participates in</li> </ul>
Target Audience	Parents participating in community home visiting programs
Completion Date	May 31, 2014
Period Summary	As of May 31, 2014 the Kent County LLG finalized and implemented the Kent County LLG Parent Participation Financial Policy. To date, X parent LLG representatives have been reimbursed for their participation according to this policy.
Evaluation Results	At the beginning of the project (February 1, 2014), there was one (1) parent representative participating on the Kent County LLG who participated in fifty percent (50%) of the LLG meetings. As of June 30, 2014 there are two (2) parent representatives participating on the LLG and each has participated in seventy five percent (75%) of the LLG meetings.
Activity 2	By X date, the LLG will develop educational (outreach and recruitment) materials for parents to help them understand the benefit of parent participation in the LLG.
Responsible Staff	
From/To Date	
Expected Outcome	<ul style="list-style-type: none"> <li>By 9/30/14 there will be at least two (2) parent representatives participating in the LLG.</li> <li>By 9/30/14 each parent representative will participate in at least 75% of the LLG meetings.</li> </ul>
Measurement	<ul style="list-style-type: none"> <li>The number of parent members participating in the LLG</li> <li>The percentage of meetings each parent representative participates in</li> </ul>
Target Audience	Parents participating in community home visiting programs
Completion Date	April 30, 2014
Period Summary	As of April 30, 2014, The Kent County LLG has developed a brochure for the outreach and recruitment of new parents to participate on the LLG. To date, 250 brochures have been printed and 50 of the brochures have been distributed to parents participating in local HV programs.
Evaluation Results	At the beginning of the project (February 1, 2014), there was one (1) parent representative participating on the Kent County LLG who participated in fifty

# Next Steps

- Some communities have completed their initial work plans and have been approved.
  - Once you receive notification of the next amendment in E-Grams, you will need to update your work plan to more closely reflect the new Attachment E. Timelines based on E-Grams.
  - Budgets will be opened, in the event that these changes necessitate a budget change. If not, feel free to submit the same budget.
- Other communities have submitted work plans which will be returned to them.
  - The original work plan should be changed to reflect the new Attachment E. Please complete ASAP!!
  - When you receive notification of the next amendment in E-Grams, you can submit the same work plan/budget or make any adjustments necessary. Timelines based on E-Grams.

- Continuous Quality Improvement (CQI) is a systematic approach to specifying the processes and outcomes of a program or set of practices through regular data collection and the application of changes that may lead to improvements in performance.
  - The responsibilities of Local CQI teams parallel the responsibilities of the State CQI team
    - ✦ Review data to identify data quality issues and gaps
    - ✦ Use data to identify strengths and challenges in program implementation & outcomes.
    - ✦ As they become familiar with their data, Local CQI teams will set targets & monitor progress toward these targets
    - ✦ In order to make progress toward their targets, local CQI teams will utilize the Plan-Do-Study-Act (PDSA) approach.
    - ✦ Local CQI teams will receive training and TA from MPHI
  - Local CQI teams will receive training and TA from MPHI.
    - ✦ May 5 & 6 at the Marriott in East Lansing (300 M.A.C. Ave., East Lansing, MI 48823)
    - ✦ More information to come from Robin VanDerMoere at MPHI

# Contact Information

- Program: Cynthia Zagar:

[zagarc@michigan.gov](mailto:zagarc@michigan.gov)

517-335-3965

- Contracts/Finance: Penny Eisfelder:

[eisfelderp@michigan.gov](mailto:eisfelderp@michigan.gov)

517-241-6841